

EDITED TASK LISTING

CLASSIFICATION: Electronics Technician, Correctional Facility (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Installs, operates, maintains, adjusts, tests and programs various types of the <u>less</u> complex electronic devices (e.g., television set and batteries for television remotes, etc.) utilizing Manufacture's Specification Manuals to ensure proper functioning of electronic systems and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Federal Communication Commission (FCC), Department's Operations Manual (DOM) and institutional guidelines, as needed and per required maintenance.
2.	Installs, operates, maintains, adjusts, repairs, tests, and programs Personal Alarm Control Systems (e.g., power supplies, transmitters, receivers, audibles, strobe lights, wiring, control circuitry, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., screw drivers, soldering iron, etc.), and test equipment (e.g., multi-meter, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Federal Communication Commission (FCC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.
3.	Installs, operates, maintains, adjusts, repairs, tests, and programs Fire Alarm Control Systems, [e.g., Central Station Computer, Field Control Panels, Secondary Power Sources, Indicating Devices (e.g., strobe lights, audible horns, etc.), and Initiating Devices (e.g., smoke detectors, pull stations, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment (e.g., multi-meter, approved fire alarm testing devices, etc.) following guidelines to ensure proper functioning of the electronic system, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Fire Protection Association (NFPA), California Occupational Safety and Hazard Association (Cal OSHA), National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.

EDITED TASK LISTING

CLASSIFICATION: **Electronics Technician, Correctional Facility (CF)**

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
4.	Installs, operates, maintains, adjusts, repairs, tests, and programs Closed Circuit Television (CCTV) [e.g., Digital Video Recorders (DVRs), Video Cassette Recorders (VCRs), Digital Video Discs (DVDs) players and recorders, multiplexers, cameras, power supply, monitors, network switches, cable wiring, etc.] utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., video wiring crimpers, etc.), and CCTV test equipment (e.g., multi-meter, signal strength meter, etc.) following guidelines to ensure proper functioning of the electronic system, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.
5.	Installs, operates, maintains, adjusts, repairs, tests, and programs telephones/telecommunication systems in the Private Branch Automatic Exchange (PBAX), utilizing computers, Manufacture's Specification Manuals, schematics, hand tools (e.g., telephone wiring crimpers, punch down tools, etc.), and test equipment (e.g., multi-meter, signal tracer, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), Federal Communication Commission (FCC), and institutional guidelines, as needed and per required maintenance.
6.	Installs, operates, maintains, adjusts, repairs, tests, and programs Public Address (PA) Systems, and local intercom systems (e.g., amplifiers, speakers/horns, microphones, wiring, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., screw drivers, wire cutters, etc.), and test equipment (e.g., multi-meter, decibel meter, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, under the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), Federal Communication Commission (FCC), and institutional guidelines, as needed and per required maintenance.
7.	Installs, operates, maintains, adjusts, repairs, tests, and programs Access Control Systems (e.g., doors, gates, interlocks, control panels, switches, control circuitry, proximity sensors, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., soldering iron, wire cutters, etc.), and test equipment (e.g., multi-meter, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: Electronics Technician, Correctional Facility (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
8.	Installs, operates, maintains, adjusts, repairs, tests, and programs Metal Detectors (e.g., walk through, handheld, contraband detection systems, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., screwdrivers, wire cutters, etc.), and test equipment (e.g., multi-meter, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, under the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.
9.	Installs, operates, maintains, adjusts, repairs, and tests Inmate Telephone Systems (e.g., non-contact visitation) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., screwdrivers, wire cutters, etc.), and test equipment (e.g., multi-meter, signal tracer, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.
10.	Operates and maintains components of the Electrified Fence (e.g., electrified fence computers, data acquisition, pager transmitter, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., screwdrivers, security bit sets, etc.), and test equipment (e.g., multi-meter, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), California Occupational Security and Health Association (Cal OSHA), and institutional guidelines, as needed and per required maintenance.
11.	Installs, operates, maintains, adjusts, repairs, tests, and programs Master Antenna Television (MATV) (e.g., televisions, satellite systems, high mast antennas, splitters, taps, underground cablings, signal processors, signal amplifiers, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., wire cutters, compression tools, etc.), and test equipment (e.g., multi-meter, signal strength meter, etc.) following guidelines to ensure proper functioning of the electronic system, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), Federal Communication Commission (FCC), and institutional guidelines, as needed and per required maintenance.

EDITED TASK LISTING

CLASSIFICATION: **Electronics Technician, Correctional Facility (CF)**

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
12.	Installs, operates, maintains, adjusts, repairs, tests, and programs Nurse Call Systems [e.g., control console panels, indicating/initiating devices, Programmable Logic Controllers (PLC), etc.] utilizing Manufacture's Specification Manuals, schematics, hand tools (e.g., wire cutters, security bit set, etc.), and test equipment (e.g., multi-meter, computers, etc.) following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Department's Operations Manual (DOM), Federal Communication Commission (FCC), and institutional guidelines, as needed and per required maintenance.
13.	Assists other Electronics Technicians, CF with the installation and repair of workload that would require more than one Electronics Technician, CF in various jobs [e.g., working in confined spaces, pulling wires, troubleshooting electronic systems (e.g., Fire Alarms Control Panels (FACP), Close Circuit Television (CCTV), Master Antenna Television (MATV), etc.) in different areas, utilizing various hand tools (e.g., security bit set, wire cutters, etc.), and test equipment (e.g., hand tools, spectrum analyzer, voltage meter, oscilloscope, etc.) to achieve maximum productivity while maintaining safety procedures with tools and equipment associated with working in a confined space, following lock out tag out procedures, as required by California Occupational Safety and Hazard Association (Cal OSHA), electronic industry standards, National Electrical Code (NEC), Federal Communication Commission (FCC), Department's Operations Manual (DOM), National Fire Protection Association (NFPA), and institutional guidelines, as required.
14.	Uses electronic measuring and testing devices (e.g., hand tools, spectrum analyzer, voltage meter, oscilloscope, etc.) to troubleshoot electronic devices [e.g., PA systems, computer systems for the Fire Alarms Control Panels (FACP), nurse calls, access controls (door controls), Close Circuit Television (CCTV), Master Antenna Television (MATV), etc.] to ensure the longevity and proper functionality of electronic devices, as required by California Occupational Safety and Hazard Association (Cal OSHA), electronic industry standards, National Electrical Code (NEC), Federal Communication Commission (FCC), Department's Operations Manual (DOM), National Fire Protection Association (NFPA), and institutional guidelines, as needed.
15.	Draws, designs, and interprets schematic diagrams of the simple and complex electrical and electronic circuits to visually understand the operation of the electronic circuit or device utilizing as-builts (blueprints), manufacture's specification, technical manuals, as required, to update existing equipment or install new equipment, as required.

EDITED TASK LISTING

CLASSIFICATION: Electronics Technician, Correctional Facility (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
16.	Estimates costs of repairs, and orders materials and replacement parts to repair broken equipment, new construction, new electronic devices, update existing equipment, and to maintain adequate inventory for emergency repairs utilizing quotes and bid forms from vendors, and the department's procurement process per California Department of Corrections and Rehabilitation (CDCR) procurement policies and guidelines and the Department's Operations Manual (DOM), as required.
17.	Maintains records and generates reports [e.g., daily work reports, tool control, phone log reports, fire alarm maintenance reports as per National Fire Protection Association (NFPA), electrified fence reports, Preventive Maintenance (PM), inmate training, time sheet records, vehicle logs, etc.] utilizing appropriate documents and forms to ensure safety and security of the institution per the Department's Operations Manual (DOM), State of California Code Regulations (Title 15), Safety Training (per SP198), and Department of Occupational Safety and Health (DOSH), as needed.
18.	Maintains the order and supervises the conduct of inmates/youthful offenders committed to California Department of Corrections and Rehabilitation (CDCR) in the performance of their duties to ensure the safety and security of the institution/facility, utilizing appropriate communication skills, and heightened awareness of the surroundings in accordance with California Code of Regulations (CCR), Title 15, and Department's Operations Manual (DOM), on a continuous basis.
19.	Maintains safety and security of the institution/facility, inmates/youthful offenders and the public, by preventing escapes and injury to themselves/others or damage to property, utilizing acquired training and heighten awareness of the surroundings in accordance with Department's Operational Manual (DOM), Operational Procedures (OP), and California Code of Regulations (CCR) Title 15, on a continuous basis.
20.	Maintains work areas, tools, and materials in the performance of daily maintenance activities by following guidelines to ensure the safety and security of the institution/facility utilizing material and tool control procedures and heighten awareness of the surroundings in accordance with Department's Operations Manual (DOM), Department of Occupational Safety and Health (DOSH), Operational Procedures (OP), and California Code of Regulations (CCR) Title 15, on a continuous basis.
21.	Inspects premises and searches inmates/youthful offenders and work areas for contraband (e.g., drugs, weapons, alcohol, money, cell phones, etc.) by conducting visual and physical searches to ensure safety and security of the institution/facility, staff, and inmates/youthful offenders utilizing acquired training and heighten awareness of the surroundings in accordance with Department's Operations Manual (DOM), Operational Procedures (OP), and California Code of Regulations (CCR) Title 15, on a continuous basis.

EDITED TASK LISTING

CLASSIFICATION: Electronics Technician, Correctional Facility (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
22.	Operates various types of vehicles to perform aerial installation, repair, and maintenance of various types of electronic equipment [e.g., Close Circuit Television (CCTV), Master Antenna Television (MATV), Public Address (PA) horns/speakers, gates, Fire Alarm Control Panel (FACP) devices, wirings, etc.] utilizing service trucks, boom truck, scissor lift, fork lift, etc., as required by California Occupational Safety and Hazard Association (Cal OSHA), Department of Motor Vehicles (DMV), Department Operations Manual (DOM), as needed.
23.	Operates various types of power equipment to perform installation, repair, and maintain various types of electronic systems [e.g., Close Circuit Television (CCTV), Master Antenna Television (MATV), Public Address (PA) systems, horns/speakers, gates, Fire Alarm Control Panel (FACP) devices, wirings, etc.] utilizing portable generators, portable sum pumps, rotary drills, cable locators, cable pullers, etc., following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, California Occupational Safety and Hazard Association (Cal OSHA), National Electrical Code (NEC), Department's Operations Manual (DOM), and institutional guidelines, as needed and per required maintenance.
24.	Trains and instructs institution/facility staff on various types of new and existing electronic systems [e.g., Closed Circuit Television (CCTV), components, telephone systems, Fire Alarm Control Panel (FACP), central station computer, etc.] following guidelines to ensure proper operation of electronic equipment, and maintain safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, utilizing Manufacture's Specification Manuals, training videos, etc., as required by the Department's Operations Manual (DOM), institutional guidelines, National Fire Protection Association (NFPA), and Federal Communications Commission (FCC), as needed.
25.	Participates in the training of new and existing electronic systems [e.g., Closed Circuit Television (CCTV), components, telephone systems, Fire Alarm Control Panel (FACP), central station computer, etc.] following guidelines to ensure proper operation of electronic equipment, and maintain safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, utilizing Manufacture's Specification Manuals, training videos, etc., as required by the Department's Operations Manual (DOM), institutional guidelines, National Fire Protection Association (NFPA), and Federal Communications Commission (FCC), as needed.